



OFFICE SERVICES MANAGER I

Employment Opportunity

The Board of Prison Terms is an Equal Employment Opportunity Employer

JOB LOCATIONS

Positions are located in Decentralized Revocation Units (DRUs) located in the following areas: San Quentin State Prison (Marin), Alameda County Jail (Santa Rita/Dublin), Deuel Vocational Institution (San Joaquin), Central California Women's Facility (Madera), Valley State Prison for Women (Madera), High Desert State Prison (Lassen), Rio Cosumnes Correctional Center (Sacramento), Pitchess (Los Angeles), Los Angeles County Jail (Main), California Institution for Men (Riverside), California Institution for Women (Riverside), North Kern State Prison (Kern), Wasco State Prison (Kern) and RJ Donovan Correctional Facility (San Diego)

POSITION STATEMENT (Permanent Full-Time Position)

Under the general direction of the Office Services Manager II, the Office Services Manager I performs a variety of critical management and supervisory functions, data analysis and administrative duties to ensure the staff services performed by employees under their supervision comply with the due process mandates of the court and the regulatory policies and procedures of the Board of Prison Terms. The majority of the staff work occurs at DRUs but the scope of the services extends to all locations where the Board conducts revocation proceedings.

Responsibilities include: 1) Supervising, training and monitoring the staff who perform critical, technical and analytical functions to ensure statutory, regulatory and Board policy and procedural guidelines governing the processes are followed. Ensures staff practices and resources allow for independent development of the master calendars and schedules of the Board's field staff facilitating the statewide hearing process. Ensures staff appoint attorneys, hire interpreters (if necessary), arrange transportation and provide necessary accommodations pursuant to the Americans with Disabilities Act. Consults with Department of Corrections institution staff, Parole and Community Services Division, county jail staff and state hospitals ensuring problem areas are addressed and provides conflict resolution to ensure efficiency in the process. 2) Reviews and interprets law, court decisions, legislation and administrative policies impacting the Board. 3) Assists in the recruitment and hiring of new staff, establishing performance objectives, completing employee probation and annual performance approvals and conducting corrective action and progressive discipline, as necessary. 4) Interprets statistical data to monitor compliance with workload effecting staff levels or requiring direction of staff. Responsible for preparing reports for the court, Youth and Adult Correctional Agency and the Governor's Office when certain court orders are violated. Directs/conducts surveys and analytical studies; prepares and analyzes statistical reports. 5) Monitors hearing rooms at DRUs to ensure telephone equipment is available for interpreter services. Ensures effective monitoring system is implemented to monitor interpreter use. 6) Responsible for local operating contracts business equipment and for monitoring bills, including other local expenses. 7) Attends meetings and training and performs special project assignments, as required. Ability to work within correctional institutions. Must be able to respond to after hour scheduling changes and possible travel may be required.

SALARY

\$ 3714.00 - \$ 4514.00

DESIRABLE QUALIFICATIONS

- Management team experience including demonstrated supervisory/managerial experience, demonstrating leadership, creativity, flexibility, and sound judgment.
- Strong working knowledge of the revocation process.
- Ability to address a variety of challenges in a fast-paced and changing environment.
- Ability to cultivate effective working relationships with others.
- Well developed oral and written communication and strong interpersonal skills.
- Strong working knowledge of Microsoft Word, Excel, Power Point, Oracle and Access.
- Awareness of the organization, mission and values of the Board of Prison Terms.

ADDITIONAL INFORMATION

The State Application (Form 678) can be downloaded from the State Personnel Board's website: www.spb.ca.gov or the California Youth Authority's website: www.cya.ca.gov

For questions specific to the position and/or duties, contact Sandra Maciel, Chief of Decision Processing and Scheduling Unit, Board of Prison Terms at (916) 324-1931

SEND APPLICATION TO:

**Board of Prison Terms
1515 K Street, Suite 600
Sacramento, CA 95814**

Attention: Sandra Maciel – DRU Application

All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application. Please identify the job location(s) where you wish to be considered for employment. Applicants are required to submit a State Application (Form 678) by the filing date of September 24, 2004. These positions are pending Department of Personnel Administration approval.

FINAL FILING DATE

September 24, 2004

THE BOARD OF PRISON TERMS IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION OR SEXUAL ORIENTATION.